



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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J. TYLER McCAULEY  
AUDITOR-CONTROLLER

November 15, 2000

To: Audit Committee

From: J. Tyler McCauley  
Auditor-Controller

Subject: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SYBIL BRAND  
COMMISSION FOR INSTITUTIONAL INSPECTIONS**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors that the sunset review date for the Los Angeles County Sybil Brand Commission for Institutional Inspections be extended to October 1, 2004.

**BACKGROUND**

The Los Angeles Sybil Brand Commission for Institutional Inspections (Commission) was established and has been continued by Board orders pursuant to chapter 2.82 of the Los Angeles County Code. The Board approved sunset review date for the Commission was October 1, 2000.

The Commission's duties include conducting inspections and advising on industrial and educational programs for both juvenile and adult inmates/detainees in County jail facilities, probation camps, and juvenile halls. At least once each year, and as more often as the Commission may deem necessary or proper, or as directed by a judge of the Superior court, the members of the Commission or a committee of the Commission visit and inspect each jail or lockup in the County, Probation Department facilities, and correctional facilities. The Commission also is responsible for inspecting assigned group homes in which the Probation Department and the Department of Children and Family Services (DCFS) place their wards. The Commission, in conducting these inspections, ascertain their condition as to effective and economical administration, cleanliness, and comfort of the residents.

The Commission consists of ten members, two appointed by each Supervisorial District. The Sheriff and the Chief Probation Officer serve as ex officio members. Each commissioner serves a four-year term at the pleasure of the Board. No member of the Commission may serve more than two consecutive four-year terms. The Board may, by

order, extend this length of service or waive this limit for individuals or the Commission as a whole. A member's position becomes vacant upon his or her death, resignation, or removal by the Board. In the case of such a vacancy, the Board shall appoint a successor to fill the un-expired term. The commissioners receive \$50 for each meeting attended, not to exceed three meetings per week, and in no event to exceed 156 meetings per year.

### **JUSTIFICATION**

The Sybil Brand Commission was created in 1959 to inspect institutions such as jails, court holding facilities, probation camps, juvenile halls, and group homes in Los Angeles County. The Commission meets weekly, with the third Wednesday of each month designated as a business meeting with the Sheriff's Department, Probation Department, DCFS, and the Auditor-Controller's Office of Ombudsperson.

The primary focus of the Commission's inspections is to ensure that each facility is maintained and operated in a safe and sanitary manner, with due regard for the comfort and well being of the residents. The Commission looks for health and safety hazards as well as ascertaining that the facility has adequate food, clothing, personal hygiene supplies, linen supply, etc.

While conducting an inspection, the Commissioners make comments and observations on a pre-printed worksheet. A different form is used for group homes than is used for custodial facilities. Written reports or summaries of the inspections are prepared and distributed to related parties. Similar reports are generated and provided to the Board of Supervisors on a monthly basis. A brief synopsis of the significant findings of each inspection is included as part of the minutes of the next Commission meeting. If the Commissioners believe that conditions at a facility are extreme and warrant immediate attention, they may call the department contact at the time of the inspection and advise of the need for prompt action.

Please call me if you have any questions.

JTM:PM:DR

Attachments

c: Mrs. Sybil Brand, Chair, Sybil Brand Commission  
Paul Byrne, Board of Supervisors  
Khanh Nguyen, Manager, Commission Services

COMMISSION SUNSET REVIEW  
LOS ANGELES COUNTY SYBIL BRAND COMMISSION  
REVIEW COMMENTS

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Commission. **CONCUR**

**Section 1. Relevancy.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Sybil Brand Commission inspects facilities used by the Sheriff Department, Probation Department, and the Department of Children and Family Services (DCFS) to house inmates and wards. Their mission involves enhancing the quality of life for those incarcerated, those living under strict supervision, and those assigned to a group home environment. The Commission's effort in providing these services agrees with the Board of Supervisor's purpose. **RELEVANT**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

The Commission meets once a week. In addition, each commissioner spends up to two additional days per week inspecting facilities. These inspections are counted as meetings. Based on attendance records provided by the Executive Office of the Board, 311 meetings were held between July 1, 1998 and June 30, 2000. Average attendance has been 7 members per meeting. **SATISFACTORY**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

Last October, the Commission began working with the Auditor-Controller's Office of the Ombudsperson for Group Homes, resulting in the exchange of valuable reports and other information between the two agencies. The Commission continues to work with other departments including the Sheriff Department, DCFS, and the Probation Department to improve and change conditions and enhance the quality of life for those incarcerated and of those assigned and living in a group home environment within the County. These accomplishments play a significant role in the Commission's mission to identify and inspect County residences and probation camps for the benefit of those living in them. **SIGNIFICANT**

**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives include continuing its working relationships with the Sheriff's Department, Probation Department, DCFS, and the Auditor-Controller's Ombudsperson for Group Homes. **RELEVANT**

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

The Commission does not have a separate budget. However, the County's payroll records show approximately \$95,000 in annual expenditures. This amount includes the secretary's salary, stipends, and mileage reimbursements. **WARRANTED**

**Section 7. Recommendation. EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY SYBIL BRAND COMMISSION TO OCTOBER 1, 2004.**

**SUNSET REVIEW EVALUATION FORM  
FOR USE BY  
COMMISSIONS, COMMITTEES AND TASK FORCES**

**Organization Name:** SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS

**Contact Person:** PAUL BYRNE, SECRETARY

**Mission:** SEE BELOW

**Requested Sunset Date:**

OCTOBER 2004

**ORGANIZATION'S  
SELF EVALUATION**

(Evaluation period)

JULY 1, 1995-JUNE 30, 2000

**REVIEW COMMENTS**

(Date of Review)

**Section 1.** How does the mission of the organization remain relevant in the current County environment?

THE MISSION OF THE SYBIL BRAND COMMISSION IS TWO-FOLD.

1. THE COMMISSION CONDUCTS INSPECTIONS AND ADVISES ON EDUCATIONAL PROGRAMS FOR BOTH JUVENILE AND ADULT INMATES/DETAINEES IN COUNTY JAIL FACILITIES, PROBATION CAMPS AND JUVENILE HALLS. AT LEAST ONCE A YEAR, AND AS MORE OFTEN AS THE COMMISSION MAY DEEM NECESSARY OR PROPER, OR AS DIRECTED BY A JUDGE OF THE SUPERIOR COURT, THE MEMBERS OF THE COMMISSION OR A COMMITTEE OF THE COMMISSION VISIT AND INSPECT EACH JAIL OR LOCKUP IN THE COUNTY, COUNTY PROBATION AND CORRECTIONAL FACILITIES. THE MEMBERS OF THE COMMISSION, IN VISITING AND INSPECTING JAILS AND LOCKUPS ASCERTAIN ITS CONDITION AS TO EFFECTIVE AND ECONOMICAL ADMINISTRATION, THE CLEANLINESS AND COMFORT OF ITS INMATES/DETAINEES.
2. THE COMMISSION ALSO HAS THE RESPONSIBILITY FOR THE INSPECTIONS OF ASSIGNED GROUP HOMES WITHIN THE COUNTY USED BY THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES AND THOSE HOMES UTILIZED BY THE PROBATION DEPARTMENT.

THE COMMISSION WAS AUTHORIZED BY CHAPTER 2.82  
LOS ANGELES COUNTY CODE BOARD ORDER NO. 32,  
ORDINANCE NO. 93-0073 AND BOARD ORDER NO. 11, OF  
JANUARY 3, 1995.

THE SHERIFF AND THE CHIEF PROBATION OFFICER  
SERVE AS EX OFFICIO MEMBERS.

## Section 2. Meetings and Attendance.

Meetings:

Required: 156 PER YEAR

Scheduled: 156 CURRENT YEAR Held: 156

Date of last meeting: AUGUST 9, 2000

Average attendance

Per meetings: 80%

Membership: 10 COMMISSIONERS

COMMISSION MEETS WEEKLY IN ROOM 372 OF THE  
KENNETH HAHN HALL OF ADMINISTRATION. TWO  
ADDITIONAL DAYS WEEKLY ARE ASSIGNED TO THE  
INSPECTIONS OF JAILS, COURT HOLDING FACILITIES,  
PROBATION CAMPS, JUVENILE HALLS AND GROUP HOMES.  
THE THIRD WEDNESDAY OF EACH MONTH, A BUSINESS  
MEETING IS CONDUCTED WITH THE SHERIFF'S  
DEPARTMENT, PROBATION DEPARTMENT, CHILDREN AND  
FAMILY SERVICES DEPARTMENT (DCFS) AND THE  
AUDITOR-CONTROLLER'S OMBUDSPERSON.

**SUNSET REVIEW EVALUATION FORM  
FOR USE BY  
COMMISSIONS, COMMITTEES AND TASK FORCES**

**Organization Name: SYBIL BRAND COMMISSION**

**Section 3. Identify the organization's accomplishments (output/products).**

BASED UPON THE RECOMMENDATIONS AND INSPECTIONS OF THE COMMISSION DURING THE LAST PERIOD FROM JULY 1, 1995 TO JUNE 30, 2000, MANY CHANGES HAVE BEEN MADE IN THE VARIOUS AGENCIES THAT THE COMMISSION WORKS WITH INCLUDING, BUT NOT LIMITED TO, THE SHERIFF'S DEPARTMENT, DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS), AND PROBATION. IN OCTOBER OF LAST YEAR, THE COMMISSION BEGAN WORKING WITH THE AUDITOR-CONTROLLER'S OFFICE OF OMBUDSPERSON FOR THE GROUP HOMES, RESULTING IN THE EXCHANGE OF VALUABLE REPORTS AND OTHER INFORMATION BETWEEN THE TWO AGENCIES.

**Section 4. Identify the outcome (results) of the organization's accomplishments during the evaluation period.**

BASED UPON COMMISSION INSPECTION REPORTS OF FACILITIES AND OF THE GROUP HOMES, AND BASED UPON THE FINDINGS OF THE COMMISSION RECOMMENDATIONS, THE VARIOUS AGENCIES WORKING WITH THE COMMISSION USE THE INFORMATION TO IMPROVE AND CHANGE CONDITIONS AS RECOMMENDED BY THE REPORTS. COMMISSION HAS BEEN INSTRUMENTAL IN THIS PURSUIT TO ENHANCE THE QUALITY OF LIFE FOR THOSE INCARCERATED AND/OR STAFF, AND OF THOSE ASSIGNED AND LIVING IN A GROUP HOME ENVIRONMENT WITHIN THE COUNTY.

IN ADDITION, MONTHLY REPORTS ARE SUBMITTED TO THE BOARD OF SUPERVISORS FOR THEIR INFORMATION AND NECESSARY ACTION.

**Section 5.** What is the organization's objectives for the upcoming evaluation period?

TO CONTINUE THE WORKING RELATIONSHIPS WITH THE SHERIFF'S DEPARTMENT, PROBATION DEPARTMENT, DCFS AND THE AUDITOR-CONTROLLER'S OMBUDSPERSON FOR GROUP HOMES, TO INSURE THE WELFARE OF THOSE LESS FORTUNATE TO IMPROVE THEIR SITUATIONS AND CONDITIONS AND MOST IMPORTANTLY, **SELF-ESTEEM** TO CHANGE THEIR LIVES AND BECOME CONTRIBUTING MEMBERS OF SOCIETY.

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**SUNSET REVIEW EVALUATION FORM  
FOR USE BY  
COMMISSIONS, COMMITTEES AND TASK FORCES**

Organization Name: SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS

**Section 6.** Identify the organizations' use of resources (inputs) over the evaluation period.

NOT APPLICABLE

	BUDGETED	ACTUAL
<b>DIRECT COSTS:</b>		
Personnel	\$	\$
Services & Supplies		
Travel		
Other	_____	_____
Total Direct Costs	\$	\$
<b>INDIRECT COSTS</b>		
Personnel	\$	\$
Overhead		
Other	_____	_____
Total Indirect	\$	\$
Costs	_____	_____
<b>TOTAL COSTS</b>	\$	\$
	_____	_____
<b>OTHER RESOURCES USED</b>		
<b>(ADMINISTRATIVE)</b>	_____	_____
	_____	_____

**Section 7.** Recommendation. **COMMISSION WOULD RECOMMEND A SUNSET REVIEW BE RE-SCHEDULED TO OCTOBER 2004, TO PERMIT THE COMMISSION TO CONTINUE ITS ASSIGNED/NECESSARY AND VITAL WORK. THANK YOU.**

VERY TRULY YOURS,

*Eleanor Montano*

ELEANOR MONTANO, VICECHAIR,  
FOR SYBIL BRAND, CHAIRPERSON

ATTACHMENT:

COMMISSION BROCHURE

## Sybil Brand Commission for Institutional Inspections

NOMINATED BY		TERM EXPIRES JUNE 30
Molina	Mr. Frank S. Bacio (M) Date of Reappointment: 08/10/1999	2003 1st Term
Molina	Father John Santillan (M) Date of Appointment: 01/28/1992	1995
Burke	Ms. Caffie Greene (F) Date of Reappointment: 07/13/1999	2003 3rd Term
Burke	The Honorable James W. Cragin (M) Date of Reappointment: 05/30/2000	2004 2nd Term
Yaroslavsky	Mrs. Sybil Brand (F) Date of Reappointment: 01/21/1997	Chairman 2000 2nd Term
Yaroslavsky	Mr. Michael A. Russell (M) Date of Reappointment: 07/06/1999	2003 1st Term

(Continued)

TERM EXPIRES  
JUNE 30

## NOMINATED BY

Dana	Mr. Paul L. Gimpelson (M) Date of Reappointment: 07/09/1996		2000 1st Term
Knabe	Ms. Eleanor R. Montano (F) Date of Reappointment: 06/06/2000	Vice-Chairperson	2004 2nd Term
Antonovich	* Mr. Vito Cannella (M) Date of Reappointment: 06/13/2000		2004 3rd Term
Antonovich	Mrs. Helen H. Stathatos (F) Date of Reappointment: 06/06/2000		2004 3rd Term
	The Honorable Leroy D. Baca	Ex Officio	Indefinite
	Mr. Richard Shumsky	Ex Officio	Indefinite
	Mr. Paul Byrne Sybil Brand Commission for Institutional Inspections 500 West Temple Street, Room 372 Los Angeles, California 90012	Contact (B) (213) 974-1465 (R) (310) 859-9112	

\* Change  
Revised 07/05/2000

**SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS**  
**ATTENDANCE RECORD**

[illegible]